

User Guide



This guide explains how to obtain a quotation from the FastFlow Extranet, using screen shots to give you an overview of how the process works. Prior to accessing the system, you need to be set up as a 'User'. Once your details have been added, you will be able to log on using your email address and password.

How to contact us

The FastFlow Extranet team can be contacted at:
fastflowinternet@uk.qbe.com

Telephone +44 (0)844 873 1570

To find out more please visit:
QBEurope.com/fastflow

Step 1



Initial log on screen.

Step 2



When you log on, you will be presented with a series of options as tabs at the top of the page. The default landing page allows you to search for clients that have already been set up on the system.

- A** You will only see the 'User Admin' option if you have been given specific access to manage users in your office. If you have this 'super user' status, you will be sent separate instructions about how to use this.

Step 3



- B** To add details of a new client, select the 'Add Client' tab and complete the requested details.

Step 4



C Once the client is added, you can choose the product you would like a quote for, using the 'Our Products' tab.

Step 5



This will take you to the quote pages.

The cover date will be pre-populated with today's date. This can be altered if you know the actual cover dates required. The business name and address will also be pre-populated from the client front screen and can be amended if necessary.

Step 6



As you move through the quote, select 'Next' to continue answering questions and 'Save and Close' to exit the quote and return later.

Continue to enter details of cover required.



Select 'Next' to continue to enter details of cover required.

Step 7



Select 'Next' to see details of additional covers that are available. Check boxes for any extra cover you wish to be included in the quote.

Step 8



Select 'Next' to enter details of the client's claims history.

Step 9

Read and confirm that the material facts and declarations are understood and are correct.

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Step 10

This page will appear when the system is reviewing the risk information entered for a quote.

Step 11



If your quote is successful, the premium details and cover summary will be displayed.

Step 12



Any areas highlighted in red italics have been updated by the underwriters to reflect the cover we have been able to offer. To go on cover, select the 'Buy' option, after confirming the acceptability of any amended terms in red and entering the correct start date.

If you have any questions on the quote, select the 'Refer to Underwriter' button to request a review by a QBE underwriter.

Step 13



If you request a referral to the underwriter, you will be presented with a new page to complete with your contact details and any questions.

Step 14


Q&A FastFlow

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[Add Users](#)
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You are logged in as [josh@qandafastflow.com](#)

You are currently viewing Professional Indemnity > [View Summary](#)

Quote Information Subject to Insurance

Quote Indemnity (including Professional Indemnity Tail)	£ 0.075000
Insurance Premium Cap	£ 1000.00
Quote Indemnity (including Professional Indemnity Tail)	£ 0.075000
Broker Commission	£ 0.075000
Net Premium payable to Broker (including all Insurance Premium Tail)	£ 0.075000

This quote needs to be reviewed by an underwriter

Please see the notes in attachment. Quote cannot be added to portfolio with this quote.

Quote Summary

Professional indemnity	
Professional Indemnity Limit	£ 1,000,000.00
Excess	0.000000
Legal Expenses	
Legal Expenses Limit	£ 100,000.00
Legal Expenses excess	Consideration being in excess of £100,000 exceeds £120,000 - £20,000 excess to cover the difference and the other options for the £20,000 excess to cover the excess.

[View Quote](#)
[Back to Home](#)
[Refer to Underwriter](#)

If your questions require that an underwriter reviews the case, you will be provided with a price indication to help you consider whether you still wish us to proceed with the referral. If you would like us to review the case you must select the 'Refer to Underwriter' option on this page.

Step 15

[illegible]

Once you have pressed 'Buy', the policy will be on cover from the requested start date.

Documents can be downloaded/printed
or can be emailed to you.

Step 16


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Product	Auto Renewal	Status	Contract Number	Policy #
AutoRenewal - continued	AutoRenewal - continued	Open	123456789	123456789

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Information on live policies, quotes and MTAs are stored for ease of future access.



QBE European Operations

Plantation Place
30 Fenchurch Street
London
EC3M 3BD

tel +44 (0)20 7105 4000
QBEurope.com

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